

NEIGHBORHOOD PROJECT FUND 2002 LANDSCAPING AND TREE PLANTING GUIDE



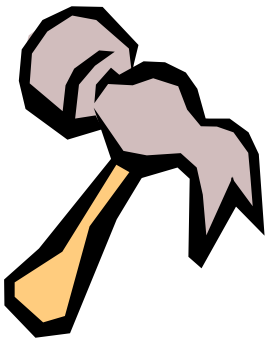
General Info On:

- Location
- Private Property
- Public Property
- Capital Improvements
- Plant Species
- Utilities
- Maintenance

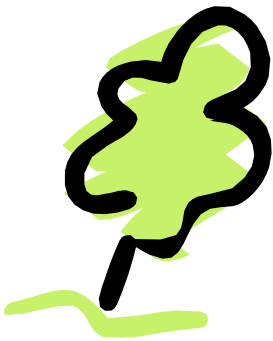
General Information

- **Location:** The location, size and species of the proposed plants helps the city determine whether the proposed project will impact pedestrian or car safety. The City wants to ensure that the projects do not affect the line of sight for cars and pedestrians.
- **Private Property:** For residential settings, the Planning Department will allow one (1) tree per lot as close to the street as possible with a maximum distance of 20 feet from the curb. For commercial settings, the Planning Department will allow 1 tree every 50 feet as near to the street as possible without creating a traffic hazard.
- **Public Property:** If the project is located on public property or right-of-way, the Planning Department will **not** place a limit on the number of trees or plants that can be planted.
- **Capital Improvements:** Your group will need to consider whether a capital improvement project (i.e. a road reconstruction, a drainage improvement, a park enhancement, etc.) is planned or under construction at you planting site.
- **Capital Improvement:** Planting near **completed** capital improvement projects can result in a desirable outcome, however, projects proposed near a **planned or active** capital improvement are not, in general, eligible for funding. Often it is difficult to ensure the end date of construction due to weather and other delays and Neighborhood Project Fund applicants must commit to completing their project within one year of contract signing.
- **Plant Species:** The City Arborist's Office publishes a list of plant species that are likely to flourish in our environment. Using approved species for plantings will help ensure that the neighborhood's and the City's investment will be protected and will grow in years to come.



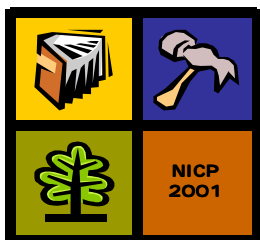


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Help:

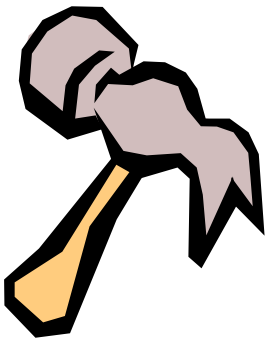
- **Plant Lists-** 207-8053
- **Technical Assistance-** 208-9306, 696-8260, 281-1478
- **Tools-** 207-8452
- **Mulch-** 522-8831



- **Utility Location:** Plants grow up and down. Your group will need to consider the location of utilities, both above and below ground, when planning your project. San Antonio's utility companies will come to your planting location and mark the placement of any underground utility lines. (**See Implementation Steps #4**)
- **Maintenance:** Once the installation of the planting(s) is complete, the neighborhood will be responsible for maintaining the new vegetation. Watering, trimming and any other general maintenance should be the responsibility of the neighborhood and/or private property owners.

Resources

- **Plant Lists:** The City Arborist's Office publishes a list of trees, shrubs, and perennials that are most likely to survive in our environment. (call **207-8053**) This office also provides some basic guidelines and instructions for planting trees in San Antonio.
- **Technical Assistance:** Several resources within the City of San Antonio and Bexar County can provide technical assistance and advice for simple to complex landscape and xeriscape projects. Mark Peterson of the Texas Forest Service, has assisted in previous projects and can be reached at **208-9306**. The City's Parks and Recreation Department offers a Master Naturalists Program that produces trained volunteers who can provide assistance and advice on planting trees and vegetation in our area. Call **696-8260** for more information on the Master Naturalist Program. The Bexar County Master Gardeners also are excellent partners that have a history of providing advice and assistance with landscape and xeriscape projects. Call **281-1478** for more information.
- **Tools:** Another resource to keep in mind when planning a project for the Neighborhood Project Fund is that the City's Parks and Recreation Department offers free tool lending for some projects through its Volunteer Services Program. Call **207-8452** for more information on tool lending.



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Getting Started:

1. Canvas Neighborhood
2. Get Application
3. Select Site
4. Landscape Plan
5. Project Schedule
6. Project Budget
7. Submit Application

Help:

- Parks-
207-3215
- Public Works-
207-8230
207-4019
207-7516
207-8144



- **Mulch:** Inexpensive mulch is available from the City's brush site, located at 1800 Old Bitters Road. For more information on this resource, contact the Solid Waste Division of the Public Works Department at **522-8831**.

Getting Started

1. Canvas your neighborhood:

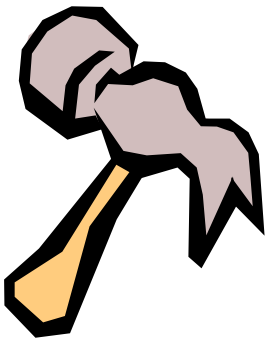
- Identify needs within your neighborhood that can be met through participation in the program. (**Be Realistic**)
- Recruit volunteers to help with the project.

2. Get an application:

- Download an application @ <http://www.sanantonio.gov/planning/neighborhoods>.
- Pick one up at any police substation, branch library or community center.
- Pick one up on the 3rd floor of the Municipal Plaza Building @ 114 West Commerce Street.

3. Select a planting site(s):

- Consider any planned or active capital improvement projects when selecting your site. For street or drainage improvement information, call Public Works @ **207-8230, 207-4019, 207-7516 or 207-8144** or check their website @ <http://www.ci.sat.tx.us/capi/projectdir.htm>. For parks projects information, call Becky Braunig Haag @ **207-3215**.
- Also consider whether you have a source of water. For parks, call Becky Braunig Haag to verify the existence of a water source.



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- Find out about the utility infrastructure, above as well as below, by calling the numbers provided in the application.
- If your project is on private property, your group will need to get the permission of the private property owner. A letter, indicating their understanding and agreement with the proposed project, must be submitted with the application.
- Create a project location map to show where your planting site(s) is located in the neighborhood.

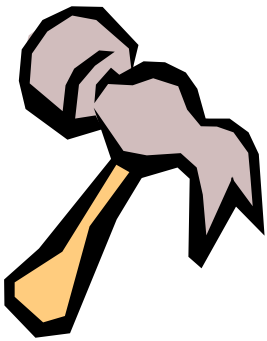
4. Develop a preliminary landscape plan:

- Create a basic sketch that shows the location of plants and species. Try to draw the sketch to scale. Graph paper can be very helpful in creating a scaled drawing. One graph paper square could equal 1 foot or 5 feet, depending on the size of the planting area.
- Show the location of any streets and/or sidewalks located adjacent to your planting sites.
- Keep in mind site distances. Planting sites must be at least 15 feet from intersections, traffic signs and fire hydrants.

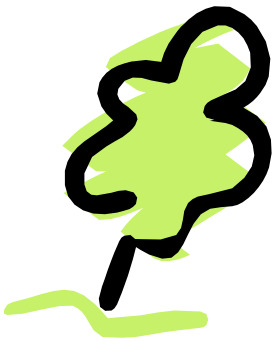
5. Create a project Schedule:

- The Planning Department anticipates signing contracts in April/May 2002. Projects will need to be completed within one year of contract signing.
- Some additional time for staff review may be required depending on the detail of your landscaping sketch and your planting location
- consider weather, planting seasons and holidays when developing your schedule.





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Applications Due:

- 4:30 PM, Friday
- March 1, 2002
- Hand-deliver to
114 W.Commerce
- Mail to P.O.Box
839966, S.A., TX
78283-3966

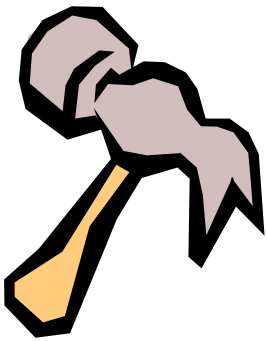
6. Create a project budget:

- You may want to take your landscaping sketch to a nursery and request a bid. Another option is to price the planting materials and other needed items at a local landscaping or home improvement store.
- The city money will not fund mulch. Mulch can be collected inexpensively from the city's brush site. City money will not fund tools that can be borrowed through the city's volunteer services program.
- Donations of plant material can be used as match. The volunteer labor required to maintain the planting site for the contract year can be all or part of the match.
- Letters of commitment from all groups, **including the applicant organization** specifically indicating the amount of labor, cash or in-kind contributions the groups are providing to the project must be submitted with the application.

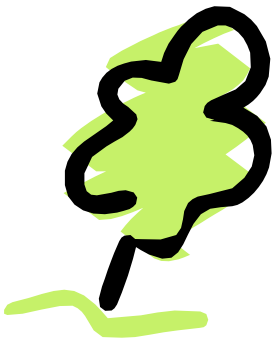
7. Submit your application:

- Applications are due by 4:30 PM on Friday **March 1, 2002.**
- Applications may be hand-delivered to the 3rd floor of the Municipal Plaza building @ 114 West Commerce.
- Applications may be mailed to City of San Antonio Planning Department, P.O. Box 839966, San Antonio, TX 78283-3966.
- Your organization must provide an original of the signature page and any needed attachments prior to the **June 8th** deadline.





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Implementation:

1. Landscape Plan
2. Get Parks Approval
3. Get Traffic Approval
4. Utilities
5. Get Money
6. Implement
7. Maintain



Implementation Steps (If your application is selected)

1. Landscape Plan:

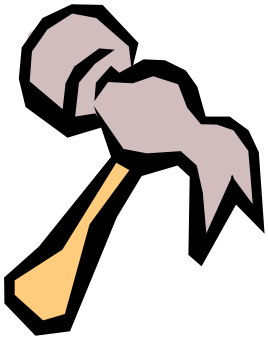
- Once the contract with the City is signed, the project will need a landscaping plan, which indicates planting locations and species.
- Additional details may need to be added to the basic sketch provided with the application or groups may need to create new drawings.

2. Requesting Approvals (not all projects):

- If the plantings are to be placed on City-owned parkland, the project may need the approval of the Parks and Recreation Department, the Parks Advisory Board, and the Historic and Design Review Commission. **(facilitated by City)**
- If the plantings are to be planted near city streets, the Traffic Division of the Public Works Department will need to approve the location of the landscaping. **(facilitated by City)**

3. Utility Location:

- Requests to physically mark the location of underground utility lines should be made in advance of the planting.
- San Antonio Water System (SAWS) can be reached at **227-6143** to provide main location services.
- City Public Service (CPS) can be reached at **1-800-545-6005** to locate underground gas and electric lines.
- Time Warner Cable can be reached at **1-800-344-8377** for underground cable infrastructure.



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- Southwestern Bell's phone line location service can be reached at 1-800-669-8344.

4. Money:

- Submit a Payment Request Worksheet.
- Follow all instructions outlined in the NICP Money Guide (to be provided) closely.

5. Implementation:

- Plant your landscaping.

6. Maintenance:

- Continue to maintain your planting.

